

Chemistry Sampling and Submission Guidelines

Paperwork & Labeling

1. The form must be completed and submitted for each individual sample requiring analysis. Complete the top portion (shaded) completely to ensure that proper credit is received for compliance monitoring and accurate customer information is obtained by the Bureau of Laboratories. Be certain that all information completed is legible.
2. Samples must be collected and preserved in the appropriate manner for the specific test(s) requested. Samples collected inappropriately will be rejected and requested re-sampled. Contact the laboratory prior to collecting samples for proper containers, preservatives, and holding times.
3. For Public Water Systems, clearly label all sample containers with the water system name, sample location, date, time, and collector. Ensure that the same sample location is used on both the sample containers and this form. For other sources, clearly identify the location where the sample was collected.
4. Clearly check the testing services you are requesting the laboratory to provide. The laboratory is not responsible for knowing the specific required testing for an individual customer's circumstance. Refer to your regulatory agency for guidance on specific analyses required.
5. Attach this form to a Chain-of-Custody form if you require CoC protocol.
6. Arrangements for billing should be made prior to submitting samples to the laboratory. Payment may be included with the samples at the time of submission. Prices listed for analyses on the front of this form represent normal fees. The laboratory may charge additional fees for special preparation procedures if needed.

Sample Collection & Handling

1. Some sample containers provided by the laboratory contain a chemical preservative. DO NOT dump or rinse this material out of the bottle prior to collecting the sample. It is intended to assist in providing more accurate results. Be cautious to not get any of the material on you. Although preservative materials are generally harmless, any chemical can cause adverse reactions in some circumstances.
2. Fill all sample containers completely. The containers issued for the analyses in question are designed to provide the laboratory appropriately preserved samples, as well as necessary sample volumes. Sample containers for VOC analysis must be filled so that no air voids remain in the sample container after filling. Invert the sample bottle after filling and sealing. If an air bubble is visible, open the container and "top-off" with additional water. Contact the laboratory if there is concern about providing sufficient sample volumes. For other matrices such as soil or sludge, containers must be as free of air space as possible to avoid loss of volatiles.

3. **Drinking Water Sample Collection** – Samples intended for Safe Drinking Water Act compliance monitoring must be collected from a DEQ approved sampling location. Contact your regulatory agency for the appropriate collection location. Due to the nature of some possible target contaminants, do not use rubber hoses or tubing, as they are potential sources of contamination. Allow the water to run for approximately five to ten minutes to flush the distribution system. Slow the water flow to a manageable flow and fill each sample container. Be careful not to touch the inside of the container or seal, as that may contaminate the sample.
4. **Ground Water Sample Collection** – Purge the ground water source by allowing the water to flow for approximately five to ten minutes. Due to the nature of some possible target contaminants, do not use rubber hoses or tubing, as they are potential sources of contamination. Tygon or Teflon tubing is an acceptable substitute for rubber hoses. Slow the water flow to a manageable flow and fill each sample container. Be careful not to touch the inside of the container or seal, as that may contaminate the sample.
5. **Surface Water Sample Collection** – Due to the nature of some possible target contaminants, do not use rubber or plastic hoses, tubing, or bailers, as they are potential sources of contamination. Tygon or Teflon tubing is an acceptable substitute for rubber hoses. Teflon, stainless steel, and sometimes brass (depending upon tests needed) bailers are acceptable substitutes. Fill each sample container completely. Be careful not to touch the inside of the container or seal, as that may contaminate the sample.
6. **Soil / Solid / Sludge Sample Collection** - Fill each sample container completely. Be careful not to touch the inside of the container or seal, as that may contaminate the sample.
7. **Keep samples cold in an insulated cooler or refrigerator until they can be submitted to the laboratory. Return samples to the laboratory as soon as possible after collection. Some analyses must be completed within 24 hours of sample collection. Contact the laboratory if there is concern about possible submission delays.**

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